



## **Volunteer Code of Rules and Ethics**

1. Smoking or use of tobacco products in the library is not permitted.
2. Using, possessing, or being under the influence of alcohol or illegal drugs will not be tolerated.
3. Volunteers shall not use profanity in the library.
4. Volunteers shall treat patrons of all races, religions, and cultures with respect and consideration.
5. Telephones are provided to conduct library business. Personal calls or texts, either incoming or outgoing, and personal visits should be kept to a minimum.
6. All property of the Round Rock Public Library is for Library use only.
7. All information on patrons, volunteers, and staff is confidential and may not be shared. In the same spirit, the library honors the confidentiality of information regarding volunteers. Only administration, supervisors and the Volunteer Team Members have access to volunteer files.